



Senior Executive Service Contract

Employee: _____

Title: _____

Department: _____

Division: _____

Appointing Authority: _____

Title: _____

Salary: \$ _____ /per month

Contract Term: _____, 2004 - June 30, 2005

Employee

Appointing Authority

Department director

NOTES:

- Salaries must be based on the negotiation of an annual contract between the employee and the department director, and the amount of such salaries may increase, decrease, or remain unchanged from year to year. (Section 24-50-104(5), C.R.S.)
- Salary for FY 04-05 may not exceed \$10,763 per month.
- Employees in the senior executive service may not appeal a reduction in pay. (Personnel Rule R-8-52).
- Employees in the senior executive service have no rights to positions outside of the senior executive service (Section 24-50-104(5), C.R.S.)

CORE REQUIREMENTS

CUSTOMERS	1	2	3	4
Program goals and objectives clear and customer-oriented				
Maintain positive, smooth, and supportive customer relations				
Emphasis on customer satisfaction				
Program efficiency and effectiveness routinely measured				
Efficiencies and cost containment continually sought				
Overall				

CREDIBILITY	1	2	3	4
Long and short range plans developed and monitored				
Maintain legislative credibility				
Program processes designed to achieve goals and objectives				
Budgets monitored and adhered to				
Personnel rules followed				
Decisions are based on data				
Overall				

COMMUNICATIONS	1	2	3	4
Encourage public/community input and education				
Affected parties kept involved and informed				
Clear, concise, effective written communications produced				
Clear, concise, effective oral communications exhibited				
Listened well and sought feedback				
Overall				

OTHER	1	2	3	4
Employee morale and productivity high				
Employees empowered to work creatively and make own decisions				
Decisions made at the lowest possible level				
Overall				

SPECIAL PROJECTS AND EMPHASIS AREAS

OBJECTIVE	RESULTS	1	2	3	4

OBJECTIVE	RESULTS	1	2	3	4

OBJECTIVE	RESULTS	1	2	3	4

OBJECTIVE	RESULTS	1	2	3	4

OBJECTIVE	RESULTS	1	2	3	4

RATING LEVELS:

1 = Needs Improvement or Unsatisfactory

2 = Proficient, Successful, or Competent

3 = Commendable, Above Standard, or Exceeds Expectations

4 = Outstanding, Excellent, or Meritorious

EVALUATION

The rater should gather information from all available sources to assess how well the employee has met performance expectations. The rater should meet with the employee about one week before the rating becomes final to allow the employee the opportunity for input into the process.

	1	2	3	4
CORE REQUIREMENTS				
Customers				
Credibility				
Communications				
Other				
SPECIAL PROJECTS AND EMPHASIS AREAS				
Objective:				
Objective:				
Objective:				
Objective:				
Objective:				
Overall				

DATE OF EVALUATION: _____

Employee

Appointing Authority

Department director

SENIOR EXECUTIVE SERVICE
PERFORMANCE CONTRACT INSTRUCTIONS
(Remove these two pages after the contract is prepared.)

PLANNING

The employee and the appointing authority will meet before the start of the performance contract period to develop the employee's performance plan. The department director of the department or a lower-level appointing authority may develop the performance plan. If someone other than the department director develops the plan, the department director must approve the plan by signing the form.

The first page of the form identifies the employee and appointing authority and includes signature lines. The second section of the form is designed around core requirements. The core requirements have individual objectives that further define expectations. The appointing authority and employee may select additional objectives by adding additional statements in the blank spaces provided.

The third section of the form is used to identify special projects or emphasis areas. The appointing authority and employee will agree on specific projects, responsibilities, or emphasis areas that will augment the core performance areas and objectives. Projects or emphasis areas begin on page three of the contract.

It is important that the appointing authority makes certain the employee **understands** the performance expectations for each objective, special project, or emphasis area in the performance contract. This may be accomplished either through verbal discussion, adding written narrative clarification to the performance plan, or writing detailed individual performance objectives.

PROGRESS REVIEWS

Quarterly meetings between the appointing authority and employee are encouraged during the performance contract period. These will help ensure that the employee and appointing authority understand the other's perception of the employee's performance. If problems are identified, plans for improvement can be developed and the employee then has the opportunity to improve his or her performance.

EVALUATION

During the evaluation, the appointing authority should gather information from all available sources to assess how well the employee has met performance expectations. A meeting with the employee should be the final step before the final rating is determined to allow the employee the opportunity for input into the final evaluation.

The appointing authority will determine the rating for each objective and then an overall rating for each core requirement, special project, and emphasis area using the rating key at the top of the page.

The overall rating for each area is then transferred to the evaluation chart on page five and an overall performance rating is determined. Additional narrative statements that more fully describe the employee's accomplishments may be attached to the performance plan.

SALARY

The department director will approve the salary for the next performance contract period after negotiation with the employee. The employee, appointing authority, and department director sign the form. The completed form will be sent to the agency human resources office for processing and placement in the employee's personnel file for a period of five years. A copy of the final contract is sent to DHR.

NOTES:

- Any person in the senior executive service shall have no right to a position outside of the senior executive service (Section 24-50-104(5), C.R.S.).
- Salaries must be based on the negotiation of an annual contract between the employee and the department director, and the amount of such salaries may increase, decrease, or remain unchanged from year to year (Section 24-50-104(5), C.R.S.).
- Employees in the senior executive service may not appeal a reduction in pay. (Personnel Rule R-8-52).